



# Camp Scottie

## 2025 Summer Camp Guide Day Camp Information

**Day Camp will meet at our Camp Scottie Campus: 8181 Newcosta Road, Howard City, MI 49329**

### PACKING LIST FOR DAY CAMP

***Please label each of your child's items clearly with first and last name.***

#### **Each day, please bring...**

- ☐ Backpack or gym bag with...
  - ✓ Sack lunch
  - ✓ Morning & afternoon snack
  - ✓ Water bottle
  - ✓ Sunscreen
  - ✓ Insect repellent (preferably with Deet)
  - ✓ Change of clothes (just in case!)
  - ✓ Plastic bag for wet clothing
- ☐ A pair of older tennis shoes or a pair of sandals with back straps; no flip flops please
- ☐ Jacket/sweatshirt for cool mornings
- ☐ Raincoat or poncho on rainy days
- ☐ Towel & Swimsuit (modest, one piece) – Campers will likely swim two of the days, but some additional camp activities may require swimwear

#### **On Opening Day only...**

- ☐ All medications must be brought on Monday with enough for the week.  
**Medications must be in the original container**, or we will not be able to administer them.

### THINGS TO LEAVE AT HOME

- × Cell phones and other electronic devices (tablets, electronic games, etc.)
- × New or expensive clothing

**Stay tuned to our daily correspondence for information on anything you may need to bring or leave home on any given day.**

### LOST AND FOUND POLICY

- Please label all your child's items with their full name.
- Items found during the session without a label are brought to the Camp Office, located inside Tamarack Lodge.
- At the end of the session, lost and found items are placed in a tub and brought back to Camp Roger's Rockford campus.
- A link to our online Lost and Found Inquiry form is on our website. Please let us know as soon as you realize you have a missing item. If we can locate the item, we will hold it until you can arrange to pick it up. Unclaimed items will be held until the fall and then donated.
- Camp is not responsible for your camper's lost or forgotten items.

### ACCOUNT BALANCES

- **Full payment for your camper's session is due TWO WEEKS prior to the start of their session.** If full payment has not been received two weeks prior to the start of their session, their registration will be subject to cancellation.
- You may pay your balance by using the return to pay feature through the [online registration system](#), calling the camp office (616-874-7286) with a credit card number, or mailing in a check to Camp Roger, 8356 Belding Road, Rockford, MI 49341. (Checks should be mailed three weeks prior to the start of the session.)
- Bus staff will not be able to accept payments. Balances are expected to be paid prior to the session.

### COMMUNICATION THROUGHOUT THE WEEK

A "Getting Ready for Camp" email will be sent the week prior to your child's session and will include our most updated arrival procedures. To communicate with you during your child's session, regarding program or weather-related changes, we will use the email address you provided on your child's registration form, in addition to intermittent paper updates. If you have any questions, please don't hesitate to contact us.

**Meet with a Director:** If you'd like to communicate face-to-face during your child's session, please contact us to set up a meeting with one of our directors immediately following drop-off or before pick-up.

**Photos and videos:** Go to [CampRoger.org/2025summerphotos](https://CampRoger.org/2025summerphotos) for a hub where you will find helpful links for each session's photo albums and videos. While it is our goal to showcase a variety of the activities happening at camp, please understand that we are not able to photograph every camper each day of the session. Follow us on Instagram and Facebook to see daily photos and video clips of your child's session.

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## FRIEND/SIBLING REQUESTS

At Camp Scottie, campers are placed into co-ed groups before the first day. Friends/siblings who wish to be in the same group must be **within one grade of each other**. Please note that there are opportunities throughout the day for all children to interact together. Because making new friends is an important goal at Camp Scottie, we cannot necessarily honor requests of large groups of campers to be together.

## HEALTH HISTORY FORMS AND MEDICATIONS

- Beginning in May, a link to complete an online health history form will be made available through your online registration login.
- All health history forms **must be completed prior to your child's arrival** at camp. If you registered prior to May, you will receive an email notifying you when the online form is available. If you have any questions, please call the camp office at 616-874-7286.
- If there are any changes to be made to a submitted health form, email the registrar (krista@camproger.org) to request that your form be reopened.
- All prescription medications, herbal supplements, and vitamins must be brought to camp on opening day, with enough medication to last the week. Medication must be in the original container from the pharmacy, with the camper's name, prescribing physician's name, medication name and dosage clearly marked on the container. Please do not send more medication than your child will need for the week.
- In accordance with state licensing rules, all camper medications, except rescue inhalers and EpiPens, will be stored in a locked cabinet in the Camp Office.
- The Camp Scottie campus is stocked with bandages, Tylenol/Ibuprofen, and antacids. It is not necessary to send these items along to camp.

During the week, screen your child at home for signs of illness. If your child has a fever, is vomiting, has diarrhea, or is experiencing other contagious symptoms, please call us and keep them at home. Also, call the Camp Scottie office before returning to Camp.

Parents/guardians will be contacted by our onsite Health Officer or one of our directors with health-related concerns that are important to share (i.e., injury, illness, medication concerns, homesickness, behavioral concerns). If your child becomes sick at camp, you or one of your authorized transporters will be expected to him/her up from Camp Scottie as soon as possible. Staff will keep camper medical, health and personal information private from other campers or parents/guardians unless expressed permission is given.

**Please have your child arrive with bug spray already applied each day. Counselors will continue to remind your camper to apply spray as the day goes on.**

## CANCELLATION/REFUND POLICY

If your child cannot attend their registered camp session, please email the registrar at krista@camproger.org or call the camp office at 616-874-7286. Prompt notification is appreciated and may allow for another camper to register.

Cancellations made:

2 WEEKS OR MORE before session start	\$25 cancellation fee per camper registration
3-14 DAYS before session start	Loss of \$50 deposit per camper registration
72 HOURS OR LESS before session start	No refund (exceptions only for medical/family emergencies in conversation with camp director)

Any remaining payments will be refunded back to the credit card(s) used for deposits and/or payments. Sessions can be switched at no cost as openings allow.

## FOR CAMPERS DRIVEN DIRECTLY TO CAMP SCOTTIE:

Please double check your reminder email or statement of account to confirm the start date of your child's session.

### Drop off at Camp Scottie: 8:00 am – 8:30 am

- If you arrive earlier than 8:00am, you should wait in your car in the front driveway until we open the gate.
- You will be directed where to drive. We ask that you please **stay in your car**.
- You will complete a brief health screening of your child upon arrival. If your child takes medication, you will turn it in at this time. (Please refer to the Health History Forms and Medications section of this guide for specifics.)
- You will have an opportunity to share concerns with the check-in staff who will pass the information on to the counselors.
- Once the health screening is complete, your child will be escorted by a staff member to join their group.
- Camp staff will direct you on how to exit camp property. See you at the end of the day!

### Pick up at Camp Scottie: 4:30 pm

- If arriving before 4:30, please pull into the front drive and wait behind the sign until the bell rings.
- Please pull forward to our greeting staff and wait in the car as we bring your camper to you.
- Please stay in the car to streamline the process. If you must leave your vehicle, please pull off to the side so that the cars in line may pass while you are stopped.
- Any labeled items left behind will be sent home with them the next day.
- Campers will only be released to authorized persons based on names provided by the parent/guardian.** Call or email the Camp Scottie office to add authorized names. If another authorized person is picking up your child, please share this procedural information with them.

## **FOR CAMPERS USING BUS TRANSPORTATION:**

Please double check your reminder email or statement of account to confirm the start date of your child's session. Specific bus stop times and locations are available on the website at <https://camproger.org/day-camp/>.

### **Drop off at Bus Stops**

- Please be at your designated bus stop at least 5 minutes before scheduled pick up. A bus stop schedule will be sent to you in an email the Tuesday before your session. It is also available on our website.
- When the bus arrives to pick up your camper, the driver and second staff member will sign in each camper, tell you about your camper's counselor, and collect any medication that your child needs for the week. (See the Health History Forms and Medications section of this Day Camp Summer Guide for more details.) You will also complete a brief health screening and verify the persons authorized to pick up your child at the end of the day.
- Our buses are on a tight schedule and cannot wait past the scheduled departure time. If you are going to be late to the bus stop, please notify the Transportation Coordinator (231-480-6142) as soon as possible.

### **Pick up from Bus Stops**

- Your camper will be dropped off at the designated time of their bus stop. The bus will remain there for 5 minutes and promptly leave for the next stop in order to remain on schedule.
- When you pick up your camper, please approach the bus, and the staff member will check out your camper(s) when you sign the check-out form.  
**Campers will only be released to authorized persons based on names provided by the parent/guardian.** Please call the Camp Scottie Director to add authorized names. If another authorized person is picking up your child, please share this procedural information with them.
- Our buses are on a tight schedule and cannot wait past the scheduled departure time. If you are going to be late to the bus stop, please notify the Transportation Coordinator (231-480-6142) as soon as possible.
- The bus will leave Camp Scottie at the same time each day in an effort to keep to the bus stop schedule. Please know that your child's safety is our first concern and traffic conditions may alter the schedule.

## **LATE ARRIVALS/ABSENCES**

We understand that occasionally a camper family may arrive late due to unforeseen circumstances. If you know you are running late, please call the Camp Scottie office as soon as possible.

### **Late for drop-off at Camp Scottie**

Call the Camp Scottie office and arrange details for a meeting place upon arrival.

### **Late for bus stop**

Our buses are on a tight schedule and cannot wait past the scheduled departure time. If you are going to be late to the bus stop, please notify the Transportation Coordinator (231-480-6142) as soon as possible.

Ultimately, it is your responsibility to transport your child to Camp Scottie or to the bus stop at the designated time.

### **Absences**

If you anticipate your child having to miss certain days of the session due to sports, appointments, or other commitments, we encourage you to choose a different session for him or her to attend. If this is not an option, be advised that session pricing cannot be divided by day. Please contact us at camp if you would like to discuss a potential absence from a session.

## **QUESTIONS BIG OR SMALL**

Please visit our website at [CampRoger.org](http://CampRoger.org) for more information.

We would love to hear from you and help ensure that your child has an amazing summer with us. If you have an immediate need, please contact a leadership team member.

### **Leadership Team**

Day Camp Director – Michelle Padilla

Staff & Spiritual Life Director – Anne Vanderwell

### **Connect with a Leadership Team Member**

Text or Call: (231) 480-6142

Email: [daycamp@camproger.org](mailto:daycamp@camproger.org) (summer only)

Camp Scottie Office: (231) 937-7999 (daytime only)

**Note:** We will answer calls and emails until 6:00 pm and will check any messages and emails by 7:00 am the next day to be sure we can connect on any emergent needs.